

Draft of 12.05.2012

Chadds Ford Township  
Delaware County, PA

Board of Supervisors' Workshop  
**Monday, November 5, 2012**  
3:30PM

Officials Present:

George M. Thorpe, Chairman  
Deborah F. Love, Vice Chair  
Keith C. Klaver, Supervisor  
Joe Barakat, Manager  
Hugh A. Donaghue, Solicitor  
Joe Mastronardo, Engineer  
Valerie Hoxter, Tax Collector  
Debbie Reardon, Open Space Committee Chair  
Matt DiFilippo, Asst. Sec – Treas.

Call to Order

Called to order 3:50PM

Announcements

There were no announcements.

Approval of Minutes

Upon motion and second (Klaver/ Love) the BOS unanimously approved the Workshop Minutes of October 1.

Resolution 2012 – 20

Upon motion and second (Klaver/ Love) the BOS unanimously approved Resolution 2012 – 20 recognizing the Concordville – Chadds Ford Rotary for their 60 years of service.

Budget Review

Manager Barakat discussed the proposed budget and reviewed a 2012 surplus to be forwarded as a line item in the 2013 budget. Engineer Mastronardo presented a memo proposing a draft scope of a feasibility study and the 537 Plan. Debbie Reardon brought up the Fee in Lieu Fund and the percentage allotted for projects in comparison with other Townships and requested the Supervisors consider an increase.

### Comcast Contract

Solicitor Donaghue reported Manager Barakat and himself negotiated a contract with Comcast regarding franchise fees.

### Tree Removal

Solicitor Donaghue reviewed liability issues, and how Chadds Ford Township could be liable for dangerous trees, traffic controls, and street lights along the cartway (road); however, not along the right-of-way (beyond the cartway). Solicitor Donaghue was requested to provide a written summary for a possible Township policy or Ordinance.

### 2013 Volunteers and Committee Members

Manager Barakat discussed volunteers and committee members and what vacancies must be filled in 2013.

### Copier

Manager Barakat reported that he would like to replace the office copier, and he has acquired three quotes.

Upon motion and second (Klaver/ Love) the BOS approved Manager Barakat to purchase a new copier for the office as a Capital Improvement expense for a cost of \$7,243.

### BMSI Software

Manager Barakat proposed new software to help track the permitting process in Chadds Ford Township and presented the costs.

Upon motion and second (Love/ Klaver) the BOS approved expenditures in the amount of \$14,706 in acquiring BMSI Software as mapped out in year one.

### Conservancy/ Woodlawn Trustees/ Concord Township Development

Residential and Commercial development is being planned along Beaver Valley Road in neighboring Concord Township.

### Tax Collector Compensation

Chairman Thorpe reported an informal study Manager Barakat compiled comparing compensation for Tax Collectors within various Townships in Delaware County. The elected Tax Collector position for Chadds Ford Township is up for re-election in 2014. Chairman Thorpe presented the study in fairness to those who would like to run for the elected position.

### LST & BPT Collections

There was discussion about collection agencies regarding LST & BPT Tax Collections in the Township, specifically Keystone Collections and Berkheimer and deciding who to use and organizing and transferring pertinent data to new collection agency if chosen. A decision will be made at the meeting on Wednesday.

### Security System

Chairman Thorpe discussed the Security System, and suggested a final step be taken to divide the building into three security zones. Zone 1: access points, meeting room, mail room and lobby; Zone 2: downstairs offices; and, Zone 3: main office. Staff and elected Supervisors will have access to all three zones. Volunteers and committee members will have access to Zone 1.

### Toll Brothers and the Estates at Chadds Ford

Toll Brother's Open Space maps were presented by Solicitor Donaghue. Two discrepancies were pointed out regarding Evergreen Drive and Basin #4. The funds are ready to be released.

Engineer Mastronardo discussed the procedures for releasing escrows regarding Toll Bros and the Estates at Chadds Ford.

### Public Comment

Debbie Reardon has public comment regarding the Security System and proposed Zones. Bruce Prabel mentioned that the lock on the gate is broken. Bruce Prabel brought up the LST Tax funds deposited in General Fund.

### Carlino Development

An executive session was recommended.

### Adjournment

Chairman Thorpe adjourned the meeting at 6:20 PM.

Respectfully Submitted,

Matt DiFilippo, Asst. Sec – Treas.